

2025

The logo features a large, dark red triangle composed of several overlapping, slightly offset rectangular bars. The text "AWAIR PROGRAM" is centered within this graphic in a white, sans-serif font.

AWAIR PROGRAM

A WORKPLACE ACCIDENT & INJURY REDUCTION PROGRAM
EFFECTIVE JANUARY 1ST, 2025

ACOUSTICS ASSOCIATES, INC.



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A Workplace Accident and Injury Reduction (AWAIR**) Program**

In 1990, the state of Minnesota amended the Occupational Safety and Health Act, Minnesota Statutes Chapter 182, to require employers in certain industries to develop written, comprehensive workplace safety and health programs. This legislation, M.S. § 182.653, subd. 8, is known as the A Workplace Accident and Injury Reduction (AWAIR) Act and programs developed to comply with the act are known as AWAIR programs.

The requirements of the act are as follows. 182.653 sub-division 8 states:

Workplace programs – An employer covered by this section must establish a written workplace accident and injury reduction program that promotes safe and healthful working conditions and is based on clearly stated goals and objectives for meeting those goals. The program must describe:

- How managers, supervisors, and employees are responsible for implementing the program and how continued participation of management will be established, measured, and maintained;
- The methods used to identify, analyze, and control new or existing hazards, conditions, and operations;
- How the plan will be communicated to all affected employees so that they are informed of work-related hazards and controls;
- How workplace accidents will be investigated and corrective action implemented; and
- How safe work practices and rules will be enforced.

An employer must conduct and document a review of the workplace accident and injury reduction program at least annually and document how procedures set forth in the program are met.

The intent of the legislation is to make safety an important part of each workplace by making employers and employees more safety conscious. Unsafe work practices are actions, intended or not, that could result in accidents, injuries, or even death to the worker/s in the workplace. These injuries can also cause suffering and lost wages. To protect workers from being harmed while at work, employers must comply with Occupational Safety and Health Administration (OSHA) laws and regulations.

This program has been developed to enhance our safety and health program and to meet the primary compliance requirements of Minnesota's AWAIR (A Workplace Accident and Injury Reduction program).



Goals

It is our intention at Acoustics Associates, Inc. to ensure a safe and healthy workplace for all employees. We have set the following goals to reduce the number of injuries and illnesses in the workplace.

1. Reduce our number of injuries by 10% compared to 2024

Objectives:

- We will address all employee safety concerns in a timely manner. For example, hazards that potentially pose an imminent danger of death or serious physical injury will be initially addressed within one shift and all other hazards will be initially dealt within one week. The Safety Specialist will track and document.
- We will perform weekly safety inspections of jobsites and take corrective action or investigate long-term solutions for hazards identified during the inspection within one week.
- We will investigate all accidents and near-miss events and take corrective action within 48 hours to prevent recurrence.

2. Establish and maintain a company culture that is committed to workplace safety and health.

Objectives:

- We will conduct regular safety meetings on a weekly basis to inform employees about specific workplace safety and health issues, and to build an overall awareness of employee safety and health.
- New employees will be informed about their department's safety policies/procedures and when they are amended. A refresher will take place at the company annual safety meeting and the employees will be notified that the policies are available on the company's website.
- We will actively enforce all safety rules throughout the company.
- Communicate program effectively and encourage employee participation; upon employee hire and when a policy is amended.



Policy Statement on Safety

Acoustics Associates strives to provide a healthy and safe environment for all of its workers, supervisors, managers, contractors, and guests. To achieve this, Acoustics Associates has established several health and safety programs, policies and procedures and is committed to continual maintenance and improvements. Workplace health and safety is a shared responsibility and therefore, we must all work together to see success in our measures.

Safety is a top priority at Acoustics Associates, and we believe that all accidents and injuries are preventable. Each employee is accountable for their own safety and for the safety of all others. Active participation at all levels will ensure that our goals are achieved.

Acoustics Associates is dedicated to providing proper and relevant employee training, job-specific safe work practices, personal protective equipment, operational and maintenance procedures, and safety guidelines that focus on awareness on reducing the risk of incidents in all activities.

Acoustics Associates workers, supervisors, managers, contractors, and guests are responsible for complying with all federal, state and local health and safety standards and regulations.

Acoustics Associates is committed to safe and sustainable practices in all aspects of our operations and therefore will review and update our safety program on a yearly basis to adapt to industry changes, trends, and requirements.

Sincerely,

Ryan Grefsheim
EVP / Safety Manager



Key Responsibilities

While Acoustics Associates acknowledges responsibility for implementing and managing health and safety for the workplace as a whole, all employees are responsible for implementing this program. Our goals require cooperation in all safety and health matters among all employees. Only through this cooperative effort can we establish and maintain an excellent safety record.

Employees

Every employee is responsible for working safely, both for self-protection and for the protection of fellow workers. Employees must also support all ACOUSTICS ASSOCIATES INC safety efforts. Specific employee safety responsibilities include:

- An employee's first priority is to perform each job task safely. If an employee is unsure of how to perform the task safely, they must consult with their supervisor.
- Read and abide by all requirements of the Safety and Health Manual.
- Understand and follow all Acoustic Associates safety policies and programs.
- Wear all the required Personal Protective Equipment (PPE).
- Report all accidents, injuries and near misses, no matter how minor, to your supervisor immediately.
- Do not operate any equipment you have not been trained in and authorized to use.
- Report any safety hazards or defective equipment immediately to your supervisor.
- Do not remove, tamper with or defeat any guard, safety device or interlock.
- Never use any equipment with inoperative or missing guards, safety devices or interlocks.
- Never possess or be under the influence of alcohol or controlled substances while on the premises.
- Never engage in horseplay or fighting.
- Participate in, and actively support, Acoustics Associates Safety and Health Program.
- Always maintain good housekeeping conditions.

Managers and Supervisors

Managers and supervisors play a key role in the prevention of accidents on the job. They have direct contact with the employees and know the safety requirements for various jobs. Safety responsibilities for these individuals include:

- Enforce all safety program content and ensure safe work procedures.
- Verifying corrective action has been taken regarding safety hazards and accident investigations.
- Act as a leader in Acoustics Associates by setting a good example and following all safety rules.
- Becoming familiar with local, state, and federal safety regulations.
- Train all new and existing employees in proper safety procedures and the hazards of the job.
- Instruct employees in safe work practices and job safety requirements.
- Hold weekly safety meetings with employees.
- Ensure employee proficiency when assigning work requiring specific knowledge, special operations or equipment.
- Ensure that all machinery, equipment, and workstations are maintained in safe working conditions and operate properly.
- Correct unsafe acts and conditions that could cause accidents.
- Communicate with all employees about safety and accident prevention activities.
- Ensure that proper first aid and firefighting equipment is maintained and used when conditions warrant its use.
- Assist with investigating all injuries and accidents to determine their cause and potential corrective action.
- Ensure that all employee injuries are properly treated and promptly reported to the Safety Department.
- Actively and positively participate in all safety committee inspections of their assigned areas.



Safety Managers

The Safety Manager must plan, organize, and administer the program by establishing policy, setting goals and objectives, assigning responsibility, motivating subordinates, and monitoring results. They act as a safety resource for Acoustics Associates and are responsible for maintaining program records. They will also be our primary person to deal with outside agencies regarding the safety program and its contents. Additional duties include:

- Serve as the lead person in the organization for safety and health issues and will also serve as Chair of the Safety Committee.
- Providing clear understanding and direction to all management and employees regarding the importance of safety through the development, implementation, monitoring and revision of safety policies and programs.
- Review all accident investigation reports with the Safety Committee and take appropriate action to prevent recurrence.
- Conduct, in cooperation with first-line supervision, all safety training or retraining required by regulation or identified by management, supervision or the safety committee as a need to assure a safe workplace.
- Provide all required initial safety training for newly hired employees and upon the addition or revision of any safety policy or program revision.
- Recommend improvements in physical locations, machinery, equipment, raw materials and Personal Protective Equipment to management, supervisors and the safety committee.
- Coordination of all loss prevention activities as a representative of management. Acting as a consultant to management in the implementation and administration of all safety and health programs and policies.
- Develop and implement policies and programs designed to ensure compliance with applicable rules and regulations of all federal, state and local agencies.
- Conduct periodic documented inspections of work sites to identify and correct unsafe actions and conditions that could cause accidents.
- Consult with representatives of Acoustics Associates insurance companies in order that their loss control services will support the Safety and Health Program.
- Review all Workers' Compensation claims. Assist with supplying the insurance carrier with information about the injured employee to keep loss reserves as low as possible.
- Investigate all accidents, incidents and near-miss events. Write accident reports that will note corrective or preventative action taken. Determine the cause and control for each event.
- Review all accident and near-miss reports, supervisor and site audits, and all safety and health programs and make recommendations to management on how to improve the Company's safety and health efforts.

Safety Committee

The primary purpose of the Acoustic Associates Inc. safety committee is to promote a culture of safety, welfare and health for our employees, visitors and customers. The work of the safety committee is intended to eliminate or minimize workplace injuries and illnesses and ensure regulatory compliance by involving owners, managers, and employees in the process of creating and maintaining a safe work environment.

- The safety committee will conduct bi-monthly meetings and area inspections to review accident reports, identify hazards and address any and all safety concerns raised by Acoustics Associates employees, first-line supervisors or the Safety Manager.
- The safety committee will review the AWAIR program at least annually and make recommendations concerning updates and revisions to the program to the Company Leadership Team and the Safety Manager.
- Safety committee members each represent their particular work division and therefore should address all safety concerns brought to them by their coworkers. These concerns should be handled initially by investigating the issue with the division supervisor to determine if the concern is valid and then, as necessary and appropriate, bring the issue to the safety director or the full safety committee.



Acoustics Associates

Our employees are our most important assets. We are serious about safety and health and keeping you gainfully employed here at Acoustics Associates.

- Providing financial support through the provision of adequate funds for the purchase of necessary safety materials, safety equipment, proper personal protective equipment, adequate time for employee safety training, and maintenance of tools and equipment.
- Communicate to all employees and supervisors the importance of workers safety and health throughout the organization.
- Review all safety concerns brought forward by the safety director, the safety committee or first-line supervision and take appropriate action.
- The Leadership Team shall review the AWAIR program and any recommended revisions from the safety committee at least annually, make the appropriate revisions and work with the safety director, the safety committee and first-line supervision to communicate the revisions throughout the organization.



Safety Implementation Schedule

Acoustics Associates Safety Implementation Schedule outlines the chronological steps taken in developing and implementing a safe work environment for all employees. All documentation is kept at our main office location by the Safety Manager.

- Review Current Policies and Programs
 - Identifies status of safety and health program, OSHA compliance and need for training. Review progress of written safety and health programs and policies annually.
- Review of Employee Right to Know/Hazard Communication Program
 - Identifies last date of training for Employee right to Know/Hazard Communication, date of respirator fit tests, location of SDS's, and type of chemical labeling system.
- Supervisor Training
 - Review AWAIR program requirements such as disciplinary policy for safety violations, documentation forms, training, accident investigations, Return to Work Policy and safety committee implementation.
- Safety Inspections
 - The purpose of safety inspections is to identify workplace hazards and to ensure OSHA or other federal, state, and local regulatory compliance and to assist in setting up a schedule for corrective actions. Information will be used to determine monitoring requirements.
- Review of AWAIR Program
 - Site leadership is designated on site
 - Safety inspections by Safety Manager, Supervisors or safety committee
 - Periodic safety inspections by OECS
 - Safety Committee meetings with employees, supervisors, Safety Manager
 - Job Hazard Analysis to identify jobs with hazards that could lead to accidents
 - Report successful efforts of the Safety Committee
 - Discipline policy for safety violations
 - OSHA compliant training schedule
 - Review all Accident and Employee Unsafe Act/Near Miss forms



Injury Reporting Process

1. In the event of a Medical Emergency, Call 911
2. For Minor injuries, administer First Aid and determine if additional treatment will be needed
3. Notify superintendent of incident/injury
4. Seek treatment based on the **Policy for medical service location determination** below
5. Superintendent will provide the First Report of Injury form to the injured employee, safety manager and safety specialist
6. Superintendent will inform Acoustics Associates Project Manager of incident
7. Employee fills out First Report of injury along with associated clinic documentation
8. Employee must send the documentation to safety manager, safety specialist and superintendent within 24 hours of incident

Policy for medical service location determination

Minor injuries (examples include Cuts, Lacerations, Minor Dislocations, Burns, Scalds, General Pain)

Minnesota Occupational Health nearest to jobsite
Locations and Hours:

Coon Rapids - 600 Coon Rapids Blvd NW, Coon Rapids, MN 55449
(Monday to Friday 7:00 am to 4:00 pm)

Woodbury - 4123 Radio Drive, Woodbury, MN 55125
(Monday, Tuesday, Thursday, Friday 7:30 am to 4:30 pm)

Eagan - 1400 Corporate Center Curve, #200, Eagan, MN 55121
(Monday to Friday 7:00 am to 4:00 pm)

Shakopee - 4360 12th Ave E., Shakopee, MN 55379
(Monday to Friday 7:00 am to 4:00 pm)

St. Paul/Midway - 1661 St Anthony Ave., 2nd floor, St. Paul, MN 55104
(Monday to Friday 7:00 am to 4:00 pm)

****For minor injuries that occur outside of normal clinic hours employee will visit Urgent Care nearest to jobsite***

Major injuries (examples include Severe Hemorrhage, Severe Chest Pain, Extensive Burns, Poisoning)

Emergency Room nearest to jobsite

Panel Shop Superintendent	Carpenter Superintendent	Flooring Superintendent	Tile/Concrete Superintendent	Safety Manager	Safety Specialist
Jamey Johnson	Craig Serfas	Craig Gunderson	Rodney Baldwin	Ryan Grefsheim	Nina Hennen
763-286-7117	763-286-8223	763-286-8484	763-286-8213	763-458-3137	763-200-2616
panelshop@aaimn.com	craig.s@aaimn.com	gundy@aaimn.com	rodneyb@aaimn.com	ryang@aaimn.com	kristinah@aaimn.com

*The injury reporting process and injury reporting form can be located at AcousticsAssociates.com/safety-resources.



FIRST REPORT OF INJURY FORM

Date of claimed injury:		Time of injury: AM <input type="checkbox"/> PM <input type="checkbox"/>	
Social Security #:		Employee Full Name:	
Date of Birth:		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Unmarried		Apprentice: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Home Address:			
Occupation:		Date hired:	Hourly Rate:
Did the injury occur on the employers premises? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Job Name:	Job #:	Job Project Manager:	
Jobsite Address:			
Type of injury:			
Body part(s) injured:		Side of body injured: Right <input type="checkbox"/> Left <input type="checkbox"/>	
In detail, how the injury occurred and what you were doing before the incident:			
Date employer notified of injury:		Expected return to work date:	
First date of lost time:		Date employer notified of lost time:	
Treating Physician Name, Address, Phone:		Hospital/Clinic Name and address:	
Emergency room visit: Yes <input type="checkbox"/> No <input type="checkbox"/>		Overnight in-patient: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Witness name:		Witness phone:	
Date form completed:			

Safety Manager - Ryan Grefsheim - 763.458.3137 - ryang@aaimn.com
Safety Specialist - Nina Hennen - 763.200.2616 - kristinah@aaimn.com
Panel Shop Superintendent - Jamey Johnson - 763.286.7117 - panelshop@aaimn.com
Carpenter Superintendent - Craig Serfas - 763.286.8223 - craig.s@aaimn.com
Flooring Superintendent - Craig Gunderson - 763.286.8484 - gundy@aaimn.com
Tile/Concrete Superintendent - Rodney Baldwin - 763.286.8213 - rodney@aaimn.com



Safe Return to Work

Purpose

The purpose of this policy is to establish requirements for previously injured or ill employees returning to work and for administering modified duty employment to those employees. The objective of modified duty is to get the affected employees back to work as quickly and safely as possible in order to impact lost workdays and lost work time.

Scope

This program shall apply to all Acoustics Associates employees whether they are part time or full time.

Key Responsibilities

Safety Manager

- Implement and enforce this program.
- Ensure that assigned modified duties do not present a hazard to the affected employees.

Supervisors

- Ensure that all employees operate within the guidelines of this program.
- Ensure that assigned modified duties do not present a hazard to the affected employees.
- Ensure that the assigned modified duties do not exceed the employee's restrictions.
- Notify the Safety Manager of any new Report of Workability that you receive from the employee.

Affected Employees

- Comply with all parts of this program.
- Provide an updated Report of Workability to the supervisor after each medical visit. If restrictions have been modified a new review of duties must be completed.
- Ensure that your supervisor is notified if you have any questions about your responsibilities as an affected employee.
- Ensure that the supervisor is notified if you feel are continuing to experience pain or if the assigned job activities exceed your restrictions.
- Notify the Acoustics Associates Safety Manager if you do not have cooperation or communication with your supervisor.

Modified Duty Types

The following modified duty types are recognized and incorporated by Acoustics Associates:

- **Restricted Duty:** a modified duty type, which omits specific job tasks, which could risk the health and safety of the affected employee.
- **Alternate Duty:** a modified duty type is altogether different than the affected employee and does not risk the affected employees' health and safety. This is often recognized as a temporary "job change".



General Requirements

All Acoustics Associates supervisors, managers and affected employees shall adhere to the following general requirements:

- Acoustics Associates shall provide modified work opportunities to injured employees whenever practicable.
- Physical demands shall be assessed for modified duty jobs to ensure they can be performed safely by affected or injured employees.
- All Acoustics Associates employees shall be informed of this safe return to work (modified duty) program.
- All modified work provided to injured employees must be consistent with restrictions provided by the health care provider.
- Physicians' restrictions shall be obtained from the healthcare provider or physician and provided to those required to ensure that the restrictions are followed.

Healthcare Provider Cooperation – Workers' Compensation Carrier Cooperation

Acoustics Associates shall inform every healthcare provider or physician by telephone or by letter that ACOUSTICS ASSOCIATES INC offers modified work opportunities to employees are unable to perform their regular job duties as a result of their injury or illness.

Acoustics Associates shall also coordinate with workers' compensation carrier claims representatives or other equivalent parties to ensure compliance with state and federal laws. ACOUSTICS ASSOCIATES INC shall also directly support claims representatives or equivalent parties with the smooth processing of all claims and efforts to get employees back to work safely.

Recordkeeping

All Acoustics Associates employee incident, injury, illness & workers' compensation claims documentation shall be maintained indefinitely by the Acoustics Associates Safety Manager; ensuring that all employee medical records are kept confidential and secured at all times.



Incident Investigation and Reporting

Purpose

The purpose of this program is to put in place effective procedures for reporting, evaluating, and investigating reported incidents and non-conformance in order to prevent further occurrences. The goal of an accident investigation is hazard identification and prevention, not to affix blame. Objectives also include improving the work environment, improving operational and safety procedures, raising safety awareness and reaffirming the Company's commitment to the safety and well-being of its employees.

The Safety Manager, supervisors, and safety committee members complete accident investigations, which should be conducted as soon as possible. The basic goal is to determine the root causes, and to determine appropriate corrective action so that the incident does not happen again.

Responsibilities

Responsibilities for incident investigation will be assigned to individuals prior to occurrence of an incident. Individual responsibilities for reporting and investigation must also be already in place and assigned prior to incidents.

Safety Manager

- Ensures investigations are conducted in a timely manner, assists in the identification of corrective actions, and makes sure the corrective actions are carried out expeditiously.
- Ensures all incidents are corrected in order to comply with Acoustics Associates policy.
- Investigates (or assists in) incident investigations.

Supervisors

- Investigates (or assists in) incident investigations.
- May assist the injured employee(s) to a medical provider for initial treatment.
- Immediately report any injury, job related illness, spill, or damage to any property to their immediate Safety Manager according to the Injury Reporting Process.

Employees

- Immediately report any injury, job related illness, spill, or damage to any property to their immediate supervisor according to the Injury Reporting Process. Appendix A.
- If their immediate supervisor is unavailable, the employee will then immediately notify the Safety Manager and Safety Specialist. Employees who are eligible to be first responders will be trained and qualified in first aid techniques in order to help mitigate the degree of loss during the immediate post-incident phase.

Procedure

After rescue or response, actions to prevent further loss should immediately occur if the scene is safe. For example, maintenance personnel should be summoned to assess integrity of buildings and equipment, engineering personnel to evaluate the need for bracing of structures, and special equipment/response requirements such as safe rendering of hazardous materials or explosives employed.



Investigations of Incidents & Non-Conformance

Investigation is an important part of an effective safety program in that it determines the root cause and corrective actions necessary to prevent similar incidents or non-conformance from occurring in the future.

The following incident must be reported IMMEDIATELY to the employee's supervisor. If that person is not available, then the Safety Manager shall be immediately notified for:

- Near miss incidents with the potential to harm people, the environment, or assets,
- Work related injuries or illnesses,
- Any damage to property, including vehicle incidents,
- Hazardous chemical spillage, which includes loss of containment and contamination,
- Non-conformance to safety or environmental rules, policies, or standards. The supervisor will notify all necessary individuals and agencies and then begin the incident investigation process.

In the case of a major injury or incident, the scene of the event should be closed off and kept "as is" at the time of the incident. This is vital for effective incident investigation.

Incident investigation will take place as soon as possible, while the facts are still fresh within the minds of everyone involved (i.e. witnesses). Take the opportunity to talk to all of those involved before they become unavailable or their memory fades. An incident investigation must be thorough and only focused on the cause and prevention. Administrative disciplinary action will be kept separate from the investigation process.

Equipment

All necessary equipment will be made available to aid in conducting a proper investigation. Equipment may include some or all of the following items:

- writing equipment such as pens/paper,
- measurement equipment such as tape measures and rulers,
- cameras, small tools, and audio recorder,
- PPE, flags, equipment manuals, etc.

The Safety Manager shall have an incident investigation kit prepared in advance to facilitate a thorough investigation.

OSHA Reporting

The OSH Act requires employers to keep records of certain injuries and illnesses, and to report certain workplace incidents to OSHA within specific time periods. Specifically, all employers must report:

- Any work-related fatality within eight hours
- Any of the following, if it results from a work-related incident, within 24 hours:
 - Inpatient hospitalization
 - Amputation
 - Loss of an eye

In addition, a 2016 final rule requires certain establishments to submit injury and illness information electronically to OSHA. Employers that are not in a partially exempt industry and have more than 10 employees must also



prepare and maintain records of serious occupational injuries and illnesses using OSHA forms 300, 300A and 301. More information on these forms can be found on OSHA's website.

Incident Review Team and Incident Investigation Report

All incidents will be investigated according to levels of incident severity. While all incidents will be investigated, the extent of such investigation shall reflect the seriousness of the incident according to a root cause analysis process or other similar method approved and put in place by the Safety Manager. An Incident Review Team that participates in the determination of the final root cause will be formed to aid investigative incident reporting. The team will consist of representatives of management, or other personnel assigned by Acoustics Associates' Safety Manager.

Initial Identification/Assessment of Evidence

Initial identification of evidence immediately following the incident should include:

- The location of the incident, a listing of people on the scene,
- Equipment, and materials involved,
- Record of environmental factors such as weather, illumination, temperature, noise, ventilation, etc.

Collection/Preservation and Security of Evidence

Evidence such as people, positions of equipment, parts, and papers must be preserved, secured and collected through the use of notes, photographs, witness statements, flagging, and the seizing of documents and equipment. All evidence shall be dated appropriately.

Witness Interviews and Statements

Witness interviews and statements must be collected. Locating witnesses, ensuring unbiased testimony, obtaining appropriate interview locations, and use of trained interviewers should be detailed. The need for follow-up interviews should also be addressed. All items shall be dated.

The final incident investigation report will consist of findings with critical factors, evidence, corrective actions, responsible parties, and a schedule for corrective action and timeline for completion.

Results of incident investigations are communicated to employees via the Incident Notice form. Preparation of the Written Incident Report

Written incident reports will be prepared and will include the Field Incident Report Form along with a detailed narrative statement concerning the events. The format of the narrative report should include an introduction, methodology, summary of the incident, Incident Review Team member names, narrative of the event, findings and recommendations. Photographs, witness statements, drawings, etc. should be included in the report.

The Supervisor/Foreman takes the steps outlined below when beginning an incident investigation:

- Provide emergency assistance, as needed and if qualified to do so,
- Secure the area as quickly as possible to retain area in the same condition as the time of the incident,
- Notify management by phone,
- Identify potential witnesses,
- Use investigation tools, as needed (camera, drawings, video, etc.),



- Secure by Lock out/Tag out any equipment involved, as evidence,
- Interview witnesses (including the affected employee) and obtain written, signed statements which will be emailed to the Safety Manager,
- Prepare a Field Incident Report, sign the form, and then email it to the Safety Manager.
- Implement any corrective actions needed immediately.

Incident Notice Form

Acoustics Associates shall provide documentation and communication of lessons learned and reviews of similar operations to prevent re-occurrence. Lessons learned are reviewed and communicated to the appropriate personnel. Changes to processes and procedures must then be put into immediate effect to prevent reoccurrence of similar events.

In order to communicate incident information and the lessons learned from them, the Safety Manager shall share the Incident Notice with the Safety Committee. The form shall be posted on all employee bulletin boards and shall be discussed in weekly safety meetings until all employees at the job site have been informed of both the incident and the corrective actions put in place.

Corrective Actions Resulting from Incident Investigations

Incident investigations should result in corrective actions. Individuals should be assigned responsibilities relative to the corrective actions and should be monitored until all corrective actions have been implemented. The incident investigation and report can be closed after verifying the necessary corrective actions are now in place.

Site Managers are held accountable for closing corrective actions. Corrective actions for safety improvement input are posted at each site and tracked by ACOUSTICS ASSOCIATES INC Safety Manager to ensure timely follow up and completion.

Corrective actions will also be used as needed for revisions to site specific safety plans and ACOUSTICS ASSOCIATES INC wide Safety and Health Management System.

Injury Classifications

Injuries shall be classified per the following:

- First Aid – Dressing on a minor cut, removal of a splinter, or other such typical treatments for household type injuries.
- Lost Workday Case (LWDC) – An injury that results in an employee being unfit to perform any work on any day after the occurrence of an occupational injury.
- Number of Lost or Restricted Workdays – The number of days, excluding the day of injury and the day of return, missed from scheduled work due to being unfit for work or medically restricted to the point that the essential functions of a position cannot be worked.
- Occupational Injury – An injury which results from a work-related activity,
- Occupational Illness – Any abnormal condition or disorder caused by exposure to environmental factors while performing work. The illness would result in medical treatment by a physician for a skin disorder, respiratory condition, poisoning, hearing loss, or other disease (frostbite, heatstroke, sunstroke, welding flash, diseases caused by parasites, etc.). Minor treatments (first aid) for illnesses do not fall within this classification.



- Recordable Medical Case (RMC) – An occupational injury more severe than first aid that requires advanced treatment (such as fractures, more than one stitch, prescription medication of more than one dose, unconsciousness, removal of foreign body embedded in eye (not flushing), admission to a hospital for more than observation purposes) but does not result in lost work time beyond the day of injury.
- Restricted Workday Case (RWDC) – An occupational injury which results in a person being unfit for essential functions of the regular job on any day after the injury but where there is no time lost beyond the actual day of injury. For example, an injured employee is kept at work but not performing the essential functions of their regular job.
- Work or Work-Related Activity – All incidents that occur in work related activities during work hours, field visits, etc. are reportable and must be included if the occupational injury or illness is more serious than requiring simple first aid. Incidents occurring during off hours and incidents while in transit to or from locations that are not considered an employee's primary work are not reportable.

The following are examples of incidents that will not be considered as recordable:

- The injury or illness involves signs or symptoms that surface on the job but are the result of a non-work-related event or exposure that occurs outside the work environment.
- The injury or illness results from voluntary participation in a wellness program, or a flu shot, exercise class, racquetball, baseball, or other such activities.
- The injury or illness is the result of an employee eating, drinking, or preparing food or drink for personal consumption (whether bought on the employer's premises or brought in).
- The injury or illness is the direct result of an employee doing personal tasks (unrelated to their employment) at the establishment outside of the employee's assigned working hours.
- The illness is the common cold or flu (Note: contagious diseases such as tuberculosis, brucellosis, hepatitis A, or plague are considered work-related if the employee is infected at work).

Training

Acoustics Associates shall train all personnel in their roles, responsibilities, and in proper incident investigation techniques.

Training frequency will be based on the specific area of responsibility but will never be more than two years apart. Training requirements relative to incident investigation and reporting shall include the following:

- Awareness
- First Responder Responsibilities
- Initial Investigation at the Accident Scene
- Managing the Accident Investigation
- Collecting and analyzing data
- Developing Conclusions
- Judgments needs
- Reporting the Results



FIELD INCIDENT REPORT FORM

Date of Incident:		Time of Incident:	
Incident Location:			
Employees Involved:			
Type of Incident: <input type="checkbox"/> Job Related Illness <input type="checkbox"/> Job Related Injury <input type="checkbox"/> Property Damage <input type="checkbox"/> Other (describe):		Cause of Incident: <input type="checkbox"/> Unsafe Act <input type="checkbox"/> Unsafe Condition of Area <input type="checkbox"/> Unsafe Condition of Equipment <input type="checkbox"/> Unsafe Use of Equipment <input type="checkbox"/> Safety Policy Violation <input type="checkbox"/> Other (describe):	
Describe the incident in detail:			
Were safety procedures violated? Describe:			
Job Name:	Job #:	Job Project Manager:	
Jobsite Address:			
Witness Name:		Witness Phone:	
Incident site inspection - Why was an unsafe act committed, or why was the unsafe condition present?:			
Incident Photos:			
Recommendations/steps to take to prevent a similar incident:			
Reporters Name:		Date Reported:	
Additional Comments:			

Safety Manager - Ryan Grefsheim - 763.458.3137 - ryang@aaimn.com
Safety Specialist - Nina Hennen - 763.200.2616 - kristinah@aaimn.com
Panel Shop Superintendent - Jamey Johnson - 763.286.7117 - panelshop@aaimn.com
Carpenter Superintendent - Craig Serfas - 763.286.8223 - craig.s@aaimn.com
Flooring Superintendent - Craig Gunderson - 763.286.8484 - gundy@aaimn.com
Tile/Concrete Superintendent - Rodney Baldwin - 763.286.8213 - rodney@aaimn.com



Near Miss Reporting Policy

Purpose

Acoustics Associates Inc.'s Near Miss Reporting Policy is to set out the Company's position on the reporting, suitable recording and investigation of all accidents, incidents and near misses. Acoustics Associates is committed to providing a safe and healthy workplace by protecting employees from workplace injury and disease when reasonably possible to do so.

The purpose of this policy is to ensure that all near-miss incidents (including minor incidents) are reported, recorded and investigated. Documenting and sharing information within the Company creates an opportunity to answer the questions of what happened and why and then use this insight to determine how to prevent a reoccurrence. Following the steps outlined in this policy will:

- Promote an open and honest learning culture regarding workplace safety
- Employ a systematic approach for all employees to report near miss incidents
- Encourage an opportunity to gain understanding and insight from an incident's analysis
- Utilize that knowledge to prevent or reduce future risk of reoccurrence
- Support Acoustics Associates goal of establishing a reporting culture with an aim to identify and control hazards, reduce risk and prevent harmful incidents

Scope

This policy applies to all employees of Acoustics Associates, who, regardless of level, location or job description, all have a role in creating and maintaining an injury-free workplace. While the leadership of Acoustics Associates acknowledges responsibility for implementing and managing health and safety for the workplace as a whole, employees must also recognize and accept responsibility for their decisions and actions which can, and will, affect their own personal safety as well as the personal safety of others.

Responsibilities

Acoustics Associates Leadership Team

- Enforce federal health and safety laws, standards and procedures
- Support the development and implementation of safe working practices through provision of proper resources
- Review health and safety procedures annually (at a minimum) or as necessary
- Consider incentives that encourage NEAR MISS reporting and enhance culture

Safety Manager and Safety Department

- Enforce federal health and safety laws, standards and procedures
- Acknowledge and document potential hazards reported by employees
- Monitor health & safety performance, re-designing health and safety practices and procedures when prudent to do so
- Include training for new employees to identify hazards and work safely as a part of their orientation
- Perform thorough investigations based on the facts and provided recommendations for corrective action to ensure that the potential for any future occupational injury, disease and accidents is eliminated



Employees

- Ensure action has been taken to maintain safety and ensure safety of the area
- Promptly report (within 24 hours) all incidents by completing the near miss report form and submit it to the Safety Department
- Provide statements and participate in the near miss investigation
- Review, understand and follow all of Acoustics Associates health and safety policies and programs

Tracking Importance

Above all, near misses are a valuable source of information. Near misses provide Acoustics Associates with an opportunity to identify hazards or weaknesses in their risk management programs and correct them to prevent future incidents.

Proactive monitoring – Near misses are symptoms of undiscovered safety concerns. Near-miss reporting can help Acoustics Associates be proactive when it comes to identifying negative trends and safeguarding employees. This, in turn, can help reduce workplace accidents overall and increase company safety culture.

Identifying a Near Miss

A near miss is an opportunity to improve health and safety in a workplace based on a condition or incident with potential for more serious consequences, including:

- Unsafe conditions
- Unsafe behavior, such as a worker modifying personal protective equipment for comfort
- Minor incidents and injuries that had potential to be more serious
- Events where injury could have occurred but didn't
- Events where property damage could have resulted but didn't
- Events where a safety barrier was challenged, such as a worker bypassing a machine guard
- Events where potential environmental damage could have resulted but didn't

Reporting a Near Miss

Workers must report all workplace incidents, hazardous conditions, near misses, and property and environmental damage to their immediate supervisor as soon as possible. Workers who experience a work-related injury or occupational illness should seek immediate medical attention and promptly report the injury/illness to their supervisor according to the Acoustics Associates Injury Reporting Process. **NOTE: All work-related injuries/illnesses, no matter how slight, should be reported to a supervisor.**

Near Miss Reporting:

1. An employee who witnesses a near miss incident must complete the Near Miss Reporting form (located on AcousticsAssociates.com under the Safety Resources Tab) and submit it to the Safety Department. The reporting system will not result in disciplinary action of the reporter and, if desired by the person reporting, may be anonymous.
2. All near miss incidents will be reviewed by the Safety Department and management to identify the root cause and weaknesses in the system contributing to the incident. The reporting individual may be asked to participate in the incident investigation.



- Investigation results will be used to improve safety systems, hazard control, risk reduction and to educate employees. All of these represent opportunities for training, feedback on performance and a commitment to continuous improvement.

Communication

The steps taken (engineering or administrative controls, training, new policies & procedures, etc.) to improve workplace safety as a result of the near miss investigation will be reported to management as well as all relevant staff.

Monitoring and investigation results of near miss incidents will be communicated to employees in at least one of the following ways:

- Manager discussion with employees
- Bulletin board postings
- Safety Committee Meeting minutes
- All staff/department email

Non-Retaliation

Near miss reporting is encouraged/required and workers will not be subject to progressive disciplinary measures unless their behavior coincides with one of the following serious offences:

- Willful breach of safety policies
- Acts of gross negligence
- Acts of gross misconduct (eg. Possession of alcohol, illicit narcotics or non-prescribed pharmaceuticals while on company property, or use thereof while operating equipment)
- Repeated unreported violations
- Malicious activities (including malicious reporting of untrue allegations against a coworker)
- Workplace violence, including but not limited to: fighting, assault, harassment or possession of a weapon

OSHA REPORTING

The OSH Act requires employers to keep records of certain injuries and illnesses, and to report certain workplace incidents to OSHA within specific time periods. Specifically, all employers must report:

- Any work-related fatality within eight hours
- Any of the following, if it results from a work-related incident, within 24 hours:
 - Inpatient hospitalization
 - Amputation
 - Loss of an eye

In addition, a 2016 final rule requires certain establishments to submit injury and illness information electronically to OSHA. Employers that are not in a partially exempt industry and have more than 10 employees must also prepare and maintain records of serious occupational injuries and illnesses using OSHA forms 300, 300A and 301. More information on these forms can be found on OSHA's website.



NEAR MISS INCIDENT REPORT FORM

Department:		Work area/Jobsite:	
Date of Incident:		Time of Incident:	
Witnesses (optional):			
Type of Near Miss: <input type="checkbox"/> Near-Miss <input type="checkbox"/> Safety Concern <input type="checkbox"/> Safety Idea/Suggestion <input type="checkbox"/> Other (describe):		Type of Concern: <input type="checkbox"/> Unsafe Act <input type="checkbox"/> Unsafe Condition of Area <input type="checkbox"/> Unsafe Condition of Equipment <input type="checkbox"/> Unsafe Use of Equipment <input type="checkbox"/> Safety Policy Violation <input type="checkbox"/> Other (describe):	
Describe the potential incident/hazard/concern and possible outcome (be detailed):			
Were safety procedures violated? (describe):			
Job Name:	Job #:	Job Project Manager:	
Jobsite Address:			
Incident site inspection - Why was an unsafe act committed, or why was the unsafe condition present?:			
Recommendations/steps to take to prevent a similar incident:			
Reporters Name:		Date Reported:	
Additional Comments:			

Safety Manager - Ryan Grefsheim - 763.458.3137 - ryang@aaimn.com
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Hazard Identification / Assessment

Hazard Identification Overview

Hazard identification focuses on preventing loss from occurring i.e., physical hazards, work practices, and other loss potentials that are likely to cause personal injury or damage. The goal is that corrective action can be taken before a loss occurs.

Job Hazard Analysis

Job Hazard Analysis (JHA) is a proactive method to review the workplace and the task at hand to identify hazards before they occur and to minimize hazardous conditions and improper acts. A functional JHA can be achieved in the following manner:

- The safety specialist, superintendents and foremen will perform JHA's.
- Keep current on newly identified hazards in our industry and apply corrective actions as needed for the workplace.
- The safety specialist will review each highly hazardous job from time-to-time.
- Request feedback from employees on items that appear harmful.
- Discuss and review existing hazards and hazard controls.
- Use accident and near-miss investigation reports to analyze what caused the incident and review standard operating procedures for possible change.

To perform a JHA, we will ask:

- What can go wrong?
- What are the consequences?
- How could it happen?
- What are other contributing factors?
- How likely is it that the hazard will occur?

Standard Operating Procedures (SOP)

Standard operating procedures maintain consistency in how a job is done by employees. All the factors that "produce" the items have to occur in a sequence of steps. These steps should be examined for hazards to make sure appropriate methods that control the hazards are in place. All hazardous jobs will have a written standard operating procedure. This outline will be used for employee orientation and training.

Standard operating procedures can change due to many factors, such as hazard identification, discovering more efficient ways of doing the job, the purchase of new equipment, etc. Employees are encouraged to recommend SOPs other than "the established way of doing things," to develop a better way to perform the task.

Jobsite Inspection Checklist

The inspection checklist is a reminder of items that should be looked at or looked for. A checklist can be extensive depending on the complexity of the operation. Hazardous or critical areas and tasks should be reviewed continually. Other situations or conditions may be reviewed monthly or quarterly.



The advantage of a checklist is that it is a proactive method to identify factors that are known to cause loss. Another benefit is the ease of documentation and analysis in detecting trends. Reviewing checklists from past inspections helps identify problems that are reoccurring. If a hazardous condition continues or reappears, management control is either lacking or not being emphasized adequately. Management's method of control will be reviewed to clarify responsibilities or added to an individual's role in controlling loss.

Accident Investigation

Accidents are investigated to determine their cause and to prevent them from happening again. An accident is a failure within a system or a collision of subsystems requiring correction, if possible. Accident investigations should be used as a tool to prevent future accidents, injuries and illnesses from occurring. The investigation should not have a single motive for determining fault but be used to correct areas where failures occurred.

Ideally, the JHA will identify hidden hazards before an accident occurs. However, accidents may occur resulting in personal injury or property loss.

Accident investigation is to be used to analyze the processes that are currently in place to determine the causes of the loss. This may mean that the actual work area on the job site will have to be changed, and/or the standard operating procedures altered to establish a stable work system. If the standard operating procedures need to be altered, this will initiate new employee orientation, SOPs and the operational training checklist on this piece of equipment.

Maintenance

Another means to reduce hazard is preventative maintenance procedures for equipment and machinery. All equipment and machinery must be maintained as recommended by the manufacturer or industry standards. The supervisor will document equipment or machinery maintenance. If equipment or machinery is not maintained properly, the chances of equipment failure increases.

Job Hazard Analysis and Control

The Company will identify and analyze hazards in the workplace by utilizing many different approaches. The people involved in this process will be all levels of Management, Employees, OECS Associates and Insurance Representatives. The aforementioned personnel must be knowledgeable in OSHA rules and regulations and capable of identifying general unsafe conditions and/or acts. Other areas the inspectors must be familiar with are those conditions and acts that cause accidents. This is accomplished by being in the business for many years and knowledge of how accidents occur. Reviewing accident investigations from previous years will aid us in determining how people are hurt and how losses occur. These conditions and acts can then be searched out and eliminated during the inspections. There are many types of inspections: pre-construction review inspections; daily (on-site) inspections; formal (on-site) inspections. All of these inspections have many different levels which will be described as follows:

- **Pre-Construction Review Inspection:**
 - The pre-construction review is held at a designated location before the actual on-site construction starts. The Superintendents and Foreman should all be in attendance to ensure all levels of safety. A complete review of the plans and scheduled activities must be performed to identify all possible hazards and problem areas. All hazard situations must then be analyzed, and ways must be found on how to best approach these situations to guarantee an accident-free worksite. This pre-planning is a very important step in controlling overall site safety.



- Daily On-Site Inspections:
 - As part of a daily routine, the Foreman will always be alert to unsafe conditions and acts. When reviewing the day's work routine with the employee, the Foreman will point out the conditions the employee may encounter. Daily reminders are part of the daily routine, as well as teaching OSHA safety standards and avoiding unsafe acts. The main person responsible for the daily on-site inspections is the Foreman; but the added cooperation and input concerning safety and that of their co-workers, is the field employees. It is an employee's responsibility to report to management any unsafe or poor-quality work practices being done by their fellow employees or any other construction trades working on the site.
- Formal Inspections
 - The Foreman will have a formal type of jobsite inspection, either as a planned walkthrough or as part of the normal course of the workday. When the job is inspected the Foreman will make notes on the Jobsite Inspection Form on what safety problems are identified. This careful planning will reduce many possible accidents. Traffic patterns, crane movements, types of scaffolding, etc., will also be reviewed to determine the potential safety problems. The Foreman then will be able to formulate plans to avoid or work around these conditions. This safety inspection will give the Foreman a period of concentration to discuss the hazards our employees work around daily, but at times take for granted. Also, a review of all Toolbox Talks for unsafe conditions and acts will be discussed regarding the past month's topics.
 - All formal inspections and actions taken will be documented. Also, notations in daily reports will be utilized. A copy of all daily reports, formal safety inspections, and Toolbox Talks will be maintained at the jobsite and after completion of the job at the main office.

Professional Jobsite Safety Audits

Periodic safety audits will be conducted by the Safety Specialist or OECS. The Jobsite Safety Audits will be conducted on randomly chosen job sites from a current list of on-going projects or upon direction of company management. The person conducting the audit will walk the jobsite with the Foreman or any other designated Company Representative and comment verbally at the construction site on all safety concerns, positive observations, and on recommendations and will then submit a written report along with the corresponding pictures to the Safety Manager for further actions. Immediate Danger to Life and Health Situations (IDLH) will be addressed right away on-site and a handwritten report will be issued to the Foreman. The Safety Manager will also be notified immediately of the IDLH.

All safety recommendations will be reviewed by the Foreman immediately and all necessary reviews completed as soon as possible.

Job Hazard Analysis

The Job Hazard Analysis Program will be used by the safety specialist, superintendents, foremen, and/or employees to analyze the jobs they will perform. They will identify existing and potential hazards that are associated with each job and then establish controls for them. This will greatly help in detecting hazards before they can result in injury and/or damage. The work site is continually analyzed to identify, record and control all hazards.

Safety precautions will be taught to the employees prior to the beginning of a job. Specific job hazards will be pointed out in connection with each phase of the job and instructions will be given on specific safe work practices that will help avoid these hazards. The Foreman will be trained to understand the key role they play in job site



safety, to enable them to carry out their safety and health responsibilities effectively. Training programs for the Foreman will include the following:

- Analyzing the work under their supervision to anticipate and identify potential hazards.
- Maintaining physical protection in their work areas.
- Reinforcing employee training on the nature of potential hazards in their work and on needed protective measures, through continual performance feedback and if necessary, through enforcement of safe work practices.
- Understanding their safety and health responsibilities.
- The Foreman will be responsible for all Acoustic Associates employees to comply with all projects environmental/pollution control requirements.

Job site walkthroughs are performed daily to detect and correct unsafe practices and conditions. These walkthroughs should focus on the identification and correction of potential safety, health and fire hazards. These walkthroughs are done by the Foreman.

To be an effective part of this program the Foreman must:

- Identify work areas and tasks with a high risk of loss.
- Set inspection responsibilities and schedules.
- Develop an administrative system for review of reports.
- Set up a procedure to follow-up remedial actions.
- Analyze inspection findings.

While the Company is committed to providing a safe workplace, we must never forget that it is the people who make the process work. Ultimately people cause injuries and damages. As part of an effective loss control program, Acoustic Associates Management must:

- Set program standards for observing employee's safe work practices.
- Communicate program safety standards to all employees.
- Monitor performance of employee's safe work practices.

Hazard Assessment Process

Hazard assessment evaluates probability and severity of the identified risk in order to determine where to initially invest resources.

Prioritizing Hazards

Each hazard represents a potential for occupational injury, property, or product damage. The purpose of identifying a hazard is to reduce the occurrence of a likely loss potential. Since some hazards have a greater likelihood of loss in terms of frequency and severity, a numeric code is assigned to hazards combining probability and severity of that risk.

Risk Assessment Chart

These assessments of hazards are classified by using Risk Assessment Codes. (RAC). A Risk Assessment Chart is used combining both severity and the probability evaluation codes of a hazard by a standardized method. The Chart prioritizes the hazard ensuring a consistent evaluation. Within the Risk Assessment Chart, the letters A, B, C, D reflect the probability of a mishap occurring. The far-left vertical column Roman numerals, I, II, III, & IV reflect the



severity of the hazard. Within the boxes are normal numbers 1-5 indicating the priority of the hazard. These numbers identify the abatement priority the company should address first.

Risk Assessment Matrix		Probability			
		Likely	Occasional	Seldom	Unlikely
Severity		A	B	C	D
Catastrophic	I	1	1	2	3
Critical	II	1	2	3	4
Moderate	III	2	3	4	5
Minor	IV	3	4	5	5
Risk Assessment Codes (RAC) 1: Immediate Danger 2: Serious 3: Moderate 4: Minor 5: Negligible					

Hazard Severity

Severity reflects the consequences if the accident occurs. It is a degree of injury or occupational illness that could occur. The severity categories are as follows:

- I. Death or permanent total disability.
- II. Permanent partial disability, temporary total disability in excess of 3 months.
- III. Lost workday.
- IV. First aid or minor medical treatment. Many occupational deficiencies may fall into this category.

Hazard Probability

This is an assessment of the likelihood of an activity resulting in an accident. They are to be coded as follows:

- A. Likely to occur immediately or within a short period of time.
- B. Probably will occur in time.
- C. Possibly to occur in time.
- D. Unlikely to occur.

RAC Abatement

The lower the RAC number, the higher the priority should be placed on addressing the hazard. Therefore, a RAC of 1 is more serious than a RAC of 2, Risk Assessment codes of 1, 2, & 3 are considered a concern and require an abatement date. They are to be addressed in a timely fashion. RAC's 4 & 5 are low risk hazards and can be deferred



until later when the company can schedule out to repair or replace the deficiency. RAC's 4 and 5 are to be checked periodically throughout the year, at least on a quarterly basis.

All RAC recommendations are to be monitored until they are complete. Records of actions taken, and all other documentation are to be on file for a minimum of 2 years after completion.

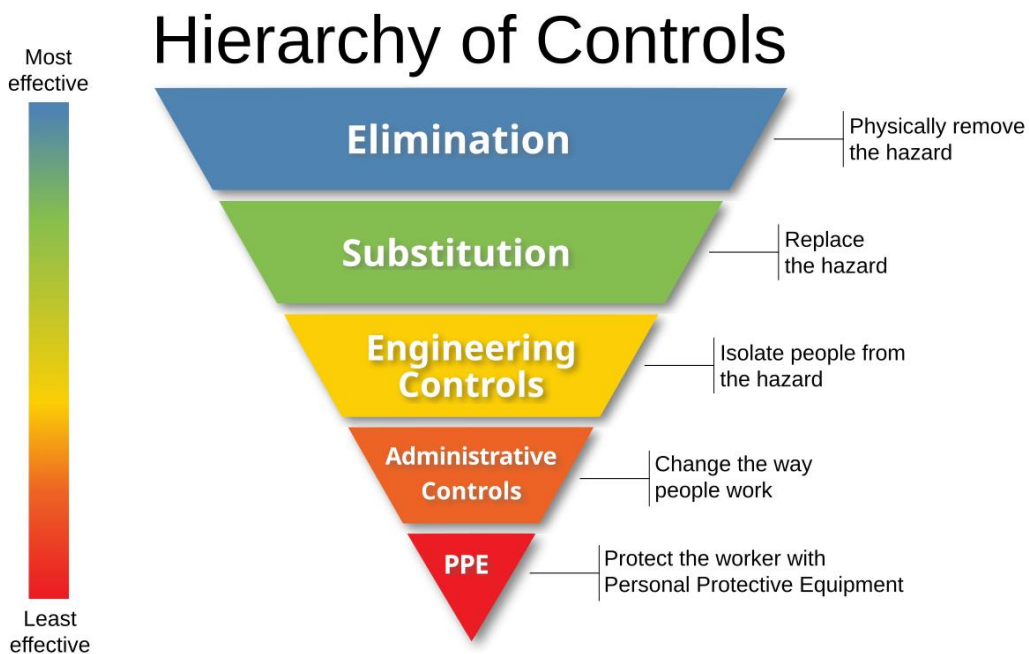
Methods of Correction

The company will select a method to correct the deficiencies feasible for the situation. The following are suggested methods to correct the hazard; they will be utilized in order when possible:

- Substitute hazardous materials or processes with those that are less hazardous.
- Utilize engineering controls.
- Isolate the hazard.
- Utilize work procedures to limit exposure when working around the hazard.
- Utilize administrative controls.
- Provide personal protective equipment.

When looking for corrections of risk potentials, the company will take the following areas into consideration:

- Technical feasibility and cost.
- The number of people exposed and length of time exposed.
- Previous accident experience.
- Future use of facilities or equipment.
- Available alternate methods to control the hazard or protect personnel.
- Interim control measures in effect. Solutions of these interim control measures can be used as temporary measures before more permanent solutions can be utilized.





JOBSITE INSPECTION REPORT

Inspector's Name: _____

Job Name & Number: _____

Date: _____

<p>1. General Fall Hazards</p> <ul style="list-style-type: none"> a. Guardrails missing/incomplete/damaged/inadequate b. Hole covers not in place/not marked/not secured/inadequate c. Warning lines incomplete/not in place/not correct distance from the edge d. Controlled access zone not established e. Safety Monitor not present/not competent f. Personal Fall Arrest/Restraint System not being used g. Fall Protection Equipment damaged/inadequate h. Slide Guards not in place/inadequate i. Rescue plan not in place <p>2. General Electrical Hazards</p> <ul style="list-style-type: none"> a. GFCI not used/not working b. Extension cords frayed/taped/missing ground pin c. Power Tool damaged/cut cord/missing ground pin d. Non-Construction Grade equipment being used e. Power Panels, outlets, switches not guarded/damaged f. Temp lights missing guards/bulbs/open splices/inadequate <p>3. General PPE</p> <ul style="list-style-type: none"> a. Required PPE not worn/defective/inadequate/not available <p>4. Stairways and Ladders</p> <ul style="list-style-type: none"> a. Handrails and/or Stair rails missing b. Stair/step not provided with elevation change of 19" + c. Ladder set-up/misuse/damaged/missing stickers <p>5. General Safety and Health</p> <ul style="list-style-type: none"> a. On-Site sanitation not provided/not sanitary/not heated during winter months b. Drinking water not provided (Summer)/no shelter (Winter) c. Safety Program, OSHA posters, First Aid Kit, Eye Station missing/incomplete 	<p>6. General Housekeeping</p> <ul style="list-style-type: none"> a. Slip/Trip hazards in passageway/stairs b. Entries/Exits blocked c. Protruding nails/debris/garbage on floor <p>7. Scaffolding/MEWP's</p> <ul style="list-style-type: none"> a. Foundation not firm/level/mud sills/base plates b. Frame not plumb/rigid/brace missing c. Platform not fully decked/not level/no overhang d. Fall Protection not in place/no guard rails e. access not safe/no ladder frame/no ladder/no entry gate f. Scaffold components missing/damaged/inadequate g. Lift is damaged/missing parts/not correct for job task h. Lift Operator not certified/unsafe behavior <p>8. Fire Hazards</p> <ul style="list-style-type: none"> a. Extinguishers missing/not inspected/not charged b. Flammables stored too close to ignition source c. Gas properly setup d. LP tanks not secured/stored in high traffic area/ no fire extinguisher e. On-Site refueling tanks not protected/stickers missing/ <p>9. General Forklift</p> <ul style="list-style-type: none"> a. Operator not certified/no seatbelt/unsafe behavior b. Overhead powerlines closer than 10 ft <p>10. Other Miscellaneous</p> <ul style="list-style-type: none"> a. b. c. d. e.
---	--

Item #	Hazard Description	Action Taken	Abatement Date



SAFETY COMMITTEE PROGRAM

Purpose

Acoustic Associates Inc. has established a Safety Committee to assist in creating a safe and healthy environment to work in. The primary purpose of the Acoustic Associates Inc. safety committee is to promote a culture of safety, welfare and health for our employees, visitors and customers. The work of the safety committee is intended to eliminate or minimize workplace injuries and illnesses and ensure regulatory compliance by involving owners, managers, and employees in the process of creating and maintaining a safe work environment. This program establishes the outline to manage the safety committee process at Acoustic Associates Inc. and how it applies to all owners, management and employees who are involved in the safety committee.

Scope

The Safety Committee shall consist of volunteer individuals selected from various departments, with the approval of management. An individual will serve for a term of one year. The Safety Committee will meet every other month. The Safety Committee will schedule their yearly meeting calendar at the end of the current year for the upcoming year. Meeting times may vary but will be approximately one hour.

Key Responsibilities

Chairperson/Co-Chairperson

- Is the primary point of contact with Health and Safety.
- Schedules regular committee meetings.
- Prepares agenda, arranges meeting place, notifies members of meetings, conducts meetings.
- Conduct the committee meeting in a structured manner.
- Supervise the preparation of meeting minutes.
- Keep the discussion during committee meetings on safety and health issues.
- Consider each proposal carefully, no matter how trivial it may seem and allow enough time for full consideration.
- Maintains training records of members of the safety committee.
- Provides initial and periodic training to members of the safety committee where applicable.
- Coordinates safety committee assignments with other departments when needed.
- Serve as a communication liaison between management/owners and the Safety Committee.
- Involves safety committee members in safety related issues where appropriate.
- Conduct or support safety moments at each department sponsored event.

Secretary

- To maintain, record and disseminate minutes of each Safety Committee meeting.
- Approve committee correspondence and reports.
- Take meeting minutes and distribute them to management and the safety committee members.
- Include in the meeting minutes all recommendations.
- To assume leadership of the Safety Committee when the chairperson is unavailable on a short-term basis, or for some reason, resigns from the Committee. The secretary should also take an active role in other committee activities.



Minutes will be recorded at each committee meeting and distributed to all committee members. The committee secretary will post the minutes for all employees to view. The office will retain the copy for three years. The minutes will include all the reports, evaluations and recommendations of the committee. The minutes will also identify representatives who attended and representatives who were absent.

Superintendents

- Allow safety committee members to attend and participate in committee meetings.
- Ensure safety committee members are given the time to accomplish their assignments.
- Supports safety committee members in accomplishing assigned tasks.
- Informs employees of their safety member representatives.

All Members

- Attend all safety committee meetings.
- Meet as often as necessary to complete work on committee projects.
- Follows through with all assigned "open items" requiring action.
- Be assigned action items for issues the committee may not be able to resolve during a meeting.
- Be knowledgeable and representative of all areas of assigned representation.
- Provide visible leadership in and commitment to health and safety.
- Establish clear lines of communication with departmental area of representation.
- Provide peer-to-peer safety consultation and review of existing or proposed operations with respect to health and safety and compliance with Acoustics Associates, Inc. policies.
- Work safely and influence others to work safely.
- Contribute ideas and suggestions for improvement of safety.
- Report unsafe conditions and practices, accidents or near misses.

The committee will encourage employees to identify workplace health and safety hazards. Employees can present concerns in writing or in person to any committee member. The committee shall address serious issues immediately and review all new concerns at the next regularly scheduled meeting. The committee shall respond to all employee concerns in writing and include the response in the meeting minutes.

Attendance and Alternates

Each representative will attend regularly scheduled committee meetings and participate in workplace inspections and other committee activities. Any representative unable to attend a meeting will appoint an alternate and inform the chair before the meeting. An alternate attending a meeting on behalf of a regular representative will be a voting representative for that meeting.

Functions and Duties

Management Commitment to Workplace Safety and Health

- Establish procedures for review and management's response to minutes.
- Submit written recommendations for safety/health improvement/changes and response.
- Evaluate employer's safety/health policies and procedures.
- Respond in writing to safety committee recommendations.
- Review corrective action taken by management.



Committee Meetings and Employee Involvement

- Establish procedures for employee input, i.e. to receive suggestions, report hazards, and other pertinent safety and health information.
- Include employee input on agenda for safety committee meetings.
- Hold bi-monthly meetings.
- Develop and make available a written agenda for each meeting.
- Take meeting minutes and distribute them to management and the safety committee members.
- Include in the meeting minutes all recommendations.

Hazard Assessment and Control

- Establish procedures for workplace inspections to identify safety and health hazards.
- Assist the employer in evaluating the accident and illness prevention program.
- Appoint an inspection team of at least one employee representative and one employer representative.
- Conduct workplace inspections at least quarterly.
- Make a written report of hazards discovered during inspections.
- Review corrective measures. Make written recommendation to correct the hazard and submit it to management for timely response.

Safety/Health Planning

- Establish procedures to review inspection reports and make appropriate implementation of new safety/health rules and work practices.
- Develop/establish procedures for an annual review of the company safety and health program.

Accountability

- Evaluate the company safety and health accountability program.
- Make recommendations to implement supervisor and employee account ability for safety and health.

Accident/Incident Investigations

- Establish procedures for reviewing reports completed for all safety incidents, including injury accidents, illnesses and deaths.
- Review these reports so that recommendations can be made for appropriate corrective action to prevent recurrence.

Safety/Health Training for Committee Members

New representatives will receive training in safety-committee functions, hazard identification, accident-investigation procedures, and company safety policies and programs.

- Identify and make accessible applicable OSHA standards and other codes that apply to our industry.
- Provide specific training on our type of industry. Including hazard identification of the workplace and how to perform effective accident incident investigation.
- Identify the location of safety procedures provided with appropriate equipment and inform employees of their location.
- Recommend training for new employees and refresher training on company, department and work location safety practices, procedures and emergency response.



- Management should maintain (and make available to the safety committee) records on employee safety training. Records of training will include the employee's name, the dates of training and subject matter.

Meeting Process

Successful, effective Workplace Safety Committees (WSC) will have competent leaders and dedicated members. The chairperson/co-chairperson will be able to direct group discussion while sticking loosely to the business at hand. A carefully planned agenda will assist the chairperson in doing this. If the agenda can be given to all members in advance, members will arrive at the meeting better prepared. It will also remind them of any responsibilities they have such as reporting on task force or inspection team progress. A standard agenda form can be developed by the committee to meet its specific needs.

Agenda Guidelines

The agenda should be distributed to WSC members at least three to five days prior to the actual meeting. A copy should be attached to the meeting minutes for distribution or posting.

These guidelines are for informational purposes only. Your own workplace needs will determine the discussions at your meetings.

1. Call to order by chairperson
2. Roll call of members
3. Introduction of visitors
4. Scorecard – Review the Safety Scorecard Metrics. Anything off track goes to Issues List.
5. To-Do List
6. Read/Review minutes of last meeting.
7. Approval of last meeting minutes.
8. Discussion of unfinished business:
 - Reports on matters held over from last meeting.
 - Correction recommendations.
 - Safety suggestions.
9. Discussion of new business.

Report on injured or ill workers - follow-up welfare.

Accident or illness investigation:

- What was the accident or illness?
 - What conditions contributed to the accident or illness?
 - Why did the conditions exist?
 - What can be done to mitigate another such incident?
10. Report on safety incidents:
 - Follow-up action taken by management and/or committee.



11. Committee reports:
 - WSC subcommittees can be developed to fit the specific needs of the company.
12. Miscellaneous:
 - Quarterly inspection reports, special speakers, etc.
13. Announcement of next meeting date.
14. Adjournment.

ALL MEMBERS MUST SET AN EXAMPLE WITHIN ON THEIR OWN DEPARTMENT BY WEARING REQUIRED PPE, OPERATING EQUIPMENT IN A SAFE MANNER, AND FOLLOWING ALL SAFETY RULES, POLICIES, AND PROCEDURES.



Employee Education & Safety Training

Safety Education

Safety education of all employees will be conducted through all phases of the work performed by Acoustic Associates. The supervisor is responsible for the prevention of accidents for work under his/her direction and will be responsible for thorough accident prevention and safety training as well as instruction of the employees they supervise.

The supervisor is also responsible for ensuring that all employees comply with all applicable training provisions of OSHA regulations. Training records will be kept up to date at our office location and will be readily available via email for review during OSHA inspections.

The Company will provide training for the supervisor in pertinent safety and health matters. This training will be completed through safety training and meetings. The supervisor then passes this knowledge on to the employees.

All employees will attend our annual company safety training and those who are not able to attend must complete the training within 30 days. This training will be tracked, documented, and monitored by the safety department.

Objectives

Employee training is essential for a successful AWAIR Program. Training provides hazard awareness and proper job "know-how," and raises employees' work consciousness, motivation, and creativeness.

Job task training is designed to achieve four objectives:

- Provide job knowledge and skills necessary to work properly.
- Increase hazard awareness and show the necessity of precautions to minimize hazards.
- Foster favorable attitudes in proper work habits and in maintaining a recognized hazard free work environment.
- Enhance the management/employee partnership to promote productive work habits.

Employee training must be continuous and involve a variety of training. The following are types of training:

- New employee/existing employee orientation.
- Preventing equipment and/or property damage.
- SOP instructions.
- Initial job instructions.

Safety Training

Safety education and training is a fundamental part of the safety program at Acoustics Associates and is also an important factor in accident prevention.

General Training

Employee safety training is another tool for an effective AWAIR Program. While Acoustic Associates believes in skills training, we also want to emphasize correct job procedure and training. All employees must discuss any problems or safety concerns with their foreman, superintendent, safety department or member of the safety committee.



Training addresses the safety and health responsibilities of both management and employees. The purpose of training is to educate employees in all company processes, how to identify hazards, how to work safely and efficiently, how to minimize and eliminate loss potential to avoid injuries, illnesses and keep Workers' Compensation cost down.

Specific Training

Acoustic Associates policy, state, local and federal laws require that Acoustic Associates staff provide safety and health training to employees. In addition, if appropriate, participating guests and visitors must receive safety and health briefings. The supervisor is responsible for ensuring that employees under their supervision receive training to fully inform them about possible occupational health hazards and proper work procedure. Guests and visitors should be briefed and provided with personal protective equipment before entering the construction project.

Employee training must include Acoustic Associates AWAIR Orientation for new employees plus any additional training specific to the nature of hazards on the job. If needed, employees must complete the job specific training before they can work unsupervised. All new employees must attend the Company's AWAIR Orientation within the first month of employment.

OSHA and other federal regulations have specific health and safety training requirements for special hazards. These include, but are not limited to, education for exposure to hazardous substances, fall protection hazards, personal protective equipment usage and certification in material handling equipment.

The supervisor must identify potential training needs for the specific construction project and/or job task for which they are responsible.

Training, such as on-the-job training, is the responsibility of the supervisor. This includes information on procedural changes or system modifications that impact safety. The Company provides several safety and health training courses, technical assistance on training needs, and resources to help the supervisor fulfill their training responsibilities. Educational resources such as Toolbox Talks, and other written materials will be given to employees throughout the year.

All on-the-job training must be documented and kept on-site for the duration of the job. The Foreman must note the participants' names, topics discussed, instructors, and date. A copy of this information should be sent to the safety department for inclusion in Acoustic Associates training files.

Job Task Training

Job Task Training is one of the most important elements of any AWAIR Program. Such training is designed to enable employees to learn their jobs properly, bring new ideas to the workplace, reinforce existing safety policies and put the AWAIR Program into action.

Safety training is part of job task training; they are one in the same. Training will be completed for all new employees, when new procedures or processes are introduced for veteran employees, and where through audits, the analysis indicates that employees require refresher training.

The supervisor will review the safe work procedures unique to that employee's job, and how these safe work procedures protect against risk and danger.

Each employee will learn when personal protective equipment is required or necessary, and how to use and maintain the equipment in good condition.



Each employee will learn what to do in case of workplace emergencies, i.e., fire evacuation, chemical spills, gas leaks, and adverse weather.

The supervisor is vested with special duties concerning the safety of employees and is a key figure in the establishment and in the success of Acoustic Associates AWAIR Program. The supervisor is responsible for being familiar with safety and health hazards to which employees may be exposed to and how to recognize them, the potential effects of these hazards, and the rules and procedures for maintaining a safe workplace.

The supervisor shall convey this information to the employees at the workplace and shall investigate accidents according to the accident investigation policies contained in this manual.

Employee Responsibility for Training

Teaching safety is a two-way street. Acoustic Associates can provide training, but only employees can practice safety. Safety performance requires employee participation.

Training will be provided prior to work assignments, including training on specific hazards, which might involve personal protective equipment.

Throughout the year, regulatory safety employee training will be conducted. The employees will incorporate the application of Acoustic Associates Inc.'s AWAIR Program to actual job assignments.

No employee should undertake a job that appears to be unduly hazardous where personal injury may be likely to occur. No employee is expected to undertake a job until receiving adequate job task instructions and is authorized to perform the task. No employee should use chemicals without fully understanding their toxic properties and without the knowledge required to work with these chemicals safely.

Mechanical safeguards must be kept in place.

Employees must report any unsafe conditions to the supervisor.

Any work-related injury or illness must be reported to management at once.

Personal protective equipment must be used when and where required. All such equipment must be properly maintained.

ALL health and safety training must be documented. Documentation includes the participants' names, topics discussed, instructor(s), and date. The Company is responsible for maintaining training records.



Safety Orientation Checklist

Employee Name:	Orientation Date:
Position/Job Assignment:	
Check One: <input type="checkbox"/> New Employee <input type="checkbox"/> Rehire <input type="checkbox"/> Transfer <input type="checkbox"/> Retraining	

Topic Covered	Description	Completed	
		Yes	No
Purpose of Orientation	Explain Company Values, Safety Rules Specific to Company, Provide and review Safety Manual & AWAIR Program, Explain on the job training/meetings		
Previous Training	Ask the employee if they have taken any safety training, and if they have, to please provide documentation		
Injury Reporting & Near Miss Reporting	Explain Injury Reporting Policy and Near Miss Policy then show where the forms can be found on the AAI Website acousticsassociates.com/safetyresources		
Emergency Contact	Provide the names, phone numbers and email address of the person(s) who must be contacted in case of an emergency		
Emergency Action Plan	Explain what to do in an emergency, first aid kits, eye wash stations, exits, fire alarms and extinguishers, names of first aid trained employees		
Personal Protective Equipment (PPE)	Review AAI PPE Policy, Issue appropriate PPE, Demonstrate correct usage of the PPE that has been provided, Explain possible hazards of not using PPE		
Housekeeping	Maintain good housekeeping to keep work areas in safe condition, avoiding slips and falls, proper lifting techniques, safe work procedures		
Employee Right To Know Hazard Communication	Review AAI Employee Right to Know Policy, Provide training to employee on MN ERTK, HazCom		
Bloodborne Pathogens	Review AAI Bloodborne Pathogens Policy, Provide training to employee on Bloodborne Pathogens		
Hearing & Noise Exposure	Review AAI Hearing & Noise Exposure Policy, Provide training to employee on Hearing & Noise Exposure		
Fall Protection & Ladder Safety	Review AAI Fall Protection Policy and Ladder Policy, Provide training to employee on Fall Protection and Ladder Safety		
Asbestos & Silica	Review AAI Silica Policy and Asbestos Policy, Provide training to employee on Silica and Asbestos		
Respiratory Protection	Review AAI Respiratory Policy, Provide training to employee on Respiratory Protection, schedule medical evaluation and fit test if required		
Confined Spaces	Review AAI Confined Spaces Policy, Provide training to employee on Confined Spaces		
Heat Stress	Review AAI Heat Stress Policy, Provide training to employee on Heat Stress Standards		
Safety Committee	Review AAI Safety Committee Policy, Provide training to employee on Safety Committees, Provide names and contact information for members		
Position/Job Specific Training	Provide additional training specific to the position or job the employee has been hired to perform		

Employee Name Printed:	Employee Signature:	Date:
Instructor Name Printed:	Instructor Signature:	Date:



Disciplinary Program

Purpose

The purpose of Acoustics Associates Disciplinary Program is to provide a method for ensuring compliance with rules concerning operation, personnel, safety, security, and other regulations. All employees are subject to this program. Personnel authorized to enforce or administer the Disciplinary Program are determined by management. Fair and impartial enforcement requires that the circumstances of each case be determined and that disciplinary action, when appropriate, be taken and documented.

Scope

This program applies on Acoustics Associates worksites, warehouses, offices or locations and to all Acoustics Associates employees regardless of position or employment duration with Acoustics Associates.

Key Responsibilities

Safety Manager

- Responsible for the implementation and enforcement of this program.
- Ensure that disciplinary actions are adequate to ensure program effectiveness.
- Conduct disciplinary action procedures in accordance with this program.
- Retaining document records.

Supervisors

- Assist the Safety Manager in enforcing this program.
- Ensure that employees are aware of what constitutes a safety violation and follow on actions.
- Report all safety violations to the Safety Manager who will determine what action items should follow the violation.
- Support the Safety Manger in disciplinary action procedures.

Employees

- Understand and comply with all parts of this program.
- Help prevent incidents by reporting safety violations to their supervisor.
- Formally report any disciplinary / corrective actions that you believe are unfair or discriminatory to our supervisor immediately.

Requirements

Employee safety is extremely important to the owners and management of Acoustics Associates. Not following safety rules or procedures could cause serious injury or death and is considered unacceptable. Complying with this safety program is mandatory. Safety violations include but are not limited to:

- Intentional disregard of the safety rules, procedures or guidelines required by Acoustics Associates or its clients.
- Horseplay or other actions that compromise safety and health.
- Non-compliance with Acoustics Associates PPE Program requirements or other written Acoustics Associates requirements.



- Using or possessing alcohol or illegal drugs during working hours or on Acoustics Associates premises or worksites.
- Not reporting incidents as required by Acoustics Associates policies and programs.
- Attempted or actual physical force to cause injury, threatening statements, or other actions to cause an employee to feel that they are at risk or injury.
- Harassing, threatening or otherwise putting the health or safety of others at risk.

Procedure

The following disciplinary action procedures shall be applied after a Safety Violation Notice has been issued:

- 1st Safety Violation:
 - The first safety violation will result in a verbal warning. However, a copy of the safety violation notice shall be issued and kept on record for the duration of the employee's employment. The supervisor or safety manager will inform the employee of which safety rules or procedures were violated and recommend corrective actions or actions to prevent re-occurrence. The employee's direct supervisor and or other applicable persons shall also be notified of the violation and shall receive a copy of the safety violation notice.
- 2nd Safety Violation:
 - The second safety violation shall result in a written disciplinary action form and possible training on the safety violation subject matter. The disciplinary action form shall include the issue date, name and signature of employee, name and signature of supervisor, violation number, violation description and disciplinary / corrective actions which were taken or are to be taken.
- 3rd Safety Violation:
 - The third safety violation shall result in another disciplinary action form but must include temporary layoff for a duration which shall be determined in collaboration between the safety manager, supervisor and / or other applicable personnel. The severity of the violation is to be considered when disciplinary action is applied.
- 4th Safety Violation:
 - The fourth safety violation shall result in termination of employment unless there is a compelling reason to retain the employee which is to be determined by the safety manager, supervisor and other applicable personnel.

*The affected employee may submit a written rebuttal at any time before, during or after the disciplinary period.

*Safety Violations shall expire 12 months after the date they are issued.

*All disciplinary actions are subject to change based on the severity or degree of negligence. For example, if an employee physically harms another employee, intentionally commits an unsafe act that results in harm, potential harm, damage or potential damage that places Acoustics Associates or its employees at significantly higher level of risk or results in losses that are considered serious; the employee could be terminated without having multiple safety violations. Therefore, the degree of disciplinary action will often be determined on a case-by-case basis and will vary depending on the violation's severity or effects of the violation.



Recordkeeping

All safety violation documentation will be kept on file for 2 years after employment is terminated. In cases where the disciplined or terminated employee claims discriminatory or unfair disciplinary / corrective action or termination; the employee's entire employee file (including all safety violation documentation) shall be kept for 3 years after their employment is terminated.



SAFETY VIOLATION / DISCIPLINARY ACTION FORM

Issue Date:	Issued By:	Issued To:	Department:	Violation #:
Violation Description:				
Disciplinary / Corrective Actions:				
Additional Comments:				

Employee Name Printed:	Employee Signature:	Date:
Supervisor Name Printed:	Supervisor Signature:	Date:

Check Box if Employee Refused To Sign

Date Mailed:



Workers' Compensation

Workers' compensation, or workers' comp, is insurance that provides benefits to employees who are injured or become ill on the job. It's a no-fault system, which means that employees don't need to prove that their employer was negligent to receive benefits.

In Minnesota, employers are required to provide workers' compensation insurance for their employees, unless they have been approved for self-insurance. Workers' compensation insurance can be purchased through an insurance agent or directly from an insurance company.

Benefits of workers' compensation include:

- Medical expenses: Coverage for doctor visits, hospital stays, surgeries, medications, and other treatments.
- Lost wages: A portion of an employee's regular wages if they can't work due to their injury or illness.
- Rehabilitation costs: Coverage for physical therapy, occupational therapy, or other forms of rehab.
- Disability benefits: Short- or long-term benefits if a work-related injury disables an employee.
- Death benefits: Financial support for the employee's dependents if they die because of a work-related injury or illness.

Acoustics Associates has Workers' Compensation through Berkley Risk. Employees that have been injured at work should follow the Injury Reporting Policy. Once the First Report of Injury has been completed, the Safety Specialist will file a claim via the Berkley Risk online reporting website, <https://www.berkleyrisk.com/>.

Berkley Risk will then contact the employee directly by phone, email or mail informing them of their claim number and claim adjustor's name.

Berkley Risk

222 S 9th St #2700
Minneapolis, MN 55402
(612) 766-3000

All records and documents will be recorded according to the Acoustics Associates Injury and Illness Recordkeeping Policy.